

Tips for Class Scheduling

<https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources>

<p>Accurate Class Schedule</p>	<p><i>Who uses the Class Schedule?</i></p> <ul style="list-style-type: none"> • Students <ul style="list-style-type: none"> ○ to select class(es) to enroll in • Faculty <ul style="list-style-type: none"> ○ to review class(es) • Admissions and Records (aka A&R) <ul style="list-style-type: none"> ○ to assist students when self-service enrollment is not available ○ to activate Wait List to assist students with self-service enrollment • Advising <ul style="list-style-type: none"> ○ to assist students in planning their schedule for the semester • Bursar <ul style="list-style-type: none"> ○ to collect tuition and course fees • Compliance Official for College <ul style="list-style-type: none"> ○ analysis for meeting Governing Board outcomes • Institutional Research <ul style="list-style-type: none"> ○ reporting compliance to outside entities ○ for various analysis purposes including: <ul style="list-style-type: none"> ▪ number of classes delivered (Active) ▪ instructor work load • Public Safety <ul style="list-style-type: none"> ○ to open and secure instructional space at the correct times on the correct days ○ to locate students and faculty in the event of an emergency
<p>Class Start and End Dates</p> <p>(review Date Parameters Calendar found at https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources)</p>	<p><i>Which dates can I schedule classes to begin and end on?</i></p> <ul style="list-style-type: none"> • Any dates which are not holiday or campus closure dates Exception: Approval received from Business Services via The Request to Override Campus Closure Date form. • Online Classes begin on a Monday. Exception: if Monday is a holiday, then class begins on Tuesday. • Flex Start Classes – See current Schedule Building Calendar <ul style="list-style-type: none"> ○ 1st 8-Week, 14 Week, 12 Week, 10 Week, 2nd 8-Week

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<p>Class Schedule Phases</p> <p>review Scheduling Phases found at https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources</p>	<p><i>Why do “phases” matter?</i></p> <ul style="list-style-type: none"> • Schedule Building – preparing accurate schedule of classes to display in the <u>Student Center</u> and <u>Find A Class</u> • Quality Control – ensure accuracy • Schedule Maintenance – monitor and update class data
<p>Classroom (aka Instructional Space) Request</p>	<p><i>How do I find and reserve an available classroom?</i></p> <ul style="list-style-type: none"> • Review your First Rights Rooms. • Review 25Live for availability and submit COM.
<p>COM aka Electronic Change of Master (eCOM)</p> <p>COM found at https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/class-schedule-building-and-instructional-spaces</p>	<p><i>How do I track changes submitted to class scheduling?</i></p> <ul style="list-style-type: none"> • complete and submit COM • view My COMs: column 7 – Stage
<p>Course and Class Notes</p>	<p><i>Where do I state information relevant to a particular course or class which then displays in the schedule?</i></p> <ul style="list-style-type: none"> • use up to 40 words to include information that is not class management detail or meeting pattern information
<p>Course Fees</p> <p>Course Fee Application found at https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources</p>	<p><i>Why is a fee applied?</i></p> <ul style="list-style-type: none"> • all Governing Board approved fees must be applied <p><i>How do I add, increase, decrease, or eliminate a Governing Board approved Course Fee?</i></p> <ul style="list-style-type: none"> • complete and submit Course Fee Application
<p>Electronic Change of Master (eCOM) aka COM</p> <p>eCOM found at https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/class-schedule-building-and-instructional-spaces</p>	<p><i>How do I track changes submitted to class scheduling?</i></p> <ul style="list-style-type: none"> • complete and submit eCOM • view My COMs: column 7 – Stage
<p>Enrollment Capacity</p> <p><i>Reference District Student Records May 2013:</i></p> <p>Class Scheduling was informed that zero enrollment capacity no longer is applied to classes other than <u>Dual Enrollment</u> or those with <u>Instruction Mode Internet</u></p>	<p><i>How do I allow self-service enrollment by students?</i></p> <ul style="list-style-type: none"> • request an amount greater than zero <p><i>What action do I take for a class that has zero enrollment and the Class Start Date has passed?</i></p> <ul style="list-style-type: none"> • change <u>Class Status</u> from <u>Active</u> to <u>Canceled</u> or • change <u>Class</u> and <u>Meeting Pattern Start Dates</u> to a future date-NOTE: If students are enrolled, ensure those students accept the change(s)

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<p>Enrollment Management</p> <p><i>Reference District Student Records May 2013:</i></p> <p>Class Scheduling was informed:</p> <ul style="list-style-type: none"> ▪ If a class previously would have used zero enrollment so students could not use self-service to enroll, the recommendation now is to select <u>instructor or department consent</u> and to encode an <u>enrollment capacity</u> greater than zero. ▪ If a class previously would have used zero enrollment so it displayed as closed in <u>Find A Class</u> and the <u>Student Center</u> in SIS, the recommendation now is to use <u>Class Status Stop Further Enrollment</u> and to encode an enrollment capacity greater than zero. ▪ Even when <u>Class Status Stop Further Enrollment</u> is used A&R still can drop students and students still can use self-service to drop themselves. <p>Class Scheduling was informed for Data Collection:</p> <ul style="list-style-type: none"> ▪ If a class is at “A-Active” or “S-Stop Further Enrollment” status, data is included ▪ If a class is at “T-Tentative” or “X-Cancelled” status, data is excluded 	<p><i>What is Class Status?</i></p> <ul style="list-style-type: none"> • Active • Tentative • Stop Further Enrollment • Cancelled <p><i>How is Consent designated?</i></p> <ul style="list-style-type: none"> • Instructor Consent • Department Consent • No Consent <p><i>Who do I ask to activate Wait List for my class?</i></p> <ul style="list-style-type: none"> • contact A&R for activation <p><i>How do I move students from one class to another?</i></p> <ol style="list-style-type: none"> 1) edit COM by changing <u>Class Status</u> from <u>Active</u> to <u>Stop Further Enrollment</u> and select <u>Submit Request</u> 2) once COM displays as “Completed” in your My COMs list, email A&R asking for students to be moved from “<u>Stop Further Enrollment</u>” class to an “<u>Active</u>” class 3) once A&R confirms moving students, submit COM changing <u>Class Status</u> from “<u>Stop</u>” to “<u>Canceled</u>”
<p>Find A Class</p> <p>(review Find A Class Update Schedule found at https://www.phoenixcollege.edu/employees/divisions/academic-affairs/instructional-support-services/resources)</p>	<p><i>When does Find A Class update?</i></p> <ul style="list-style-type: none"> • Overnight for new classes • Immediate for existing classes depending on the data (exceptions: <u>Course</u> and <u>Class Notes</u>, new meeting patterns, <u>Course Fee</u>, <u>Associating Lab</u>, etc.)
<p>First Right of Refusal for Instructional Space</p>	<p><i>How do I request First Rights for an instructional space?</i></p> <ul style="list-style-type: none"> • Review your First Rights Rooms • Consult with appropriate Dean • Communicate with Class Scheduling of new room assignments
<p>Instructional Space (aka Classroom) Request</p>	<p><i>How do I find and reserve an available classroom?</i></p> <ul style="list-style-type: none"> • Review your First Rights Rooms. • Review <u>25Live</u> for availability and submit COM.

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<p>Instructor Assignment</p>	<p><i>How do I expedite assignment of instructors?</i></p> <ul style="list-style-type: none"> • Have I received confirmation from Human Resources that instructor is hired and available to assign in SIS? <p><i>Why isn't an instructor assigned when I make the request?</i></p> <ul style="list-style-type: none"> • Have I received confirmation from Human Resources that instructor is hired and available to assign in SIS? • Have I checked <u>View Instructor Schedule</u> in SIS to verify that Instructor is not over load limits? • Is the eCOM for the Instructor Assignment awaiting approval by Administration? • Instructor needs to be added to (or information updated on) the Instructor/Advisor Table in SIS by HR.
<p>Reports – ERS and Tableau Dashboards</p>	<p><i>Which report shows class detail and how my classes are scheduled?</i></p> <ul style="list-style-type: none"> • MCCD_SR_3530 <ul style="list-style-type: none"> ○ what are the start and end dates? ○ what times does it meet? ○ where does it meet? ○ who is the instructor of record? ○ is the correct fee applied? • PCC_CC_0023 Classes Grouped by Location - Displays as follow: <ul style="list-style-type: none"> ○ Location: HS DUAL PC, PC HEALTH, PC MAIN, PC NUR, PC OFFSITE ○ Facility ○ SIS Room Capacity ○ Facility Type: CLAS, LAB, STUDIO, etc. ○ First Rights "Owner-Academic Org" ○ Color Coding: Blue Highlight= Enrollment total exceeds room capacity. Yellow Highlight= Class capacity exceeds room capacity. <p><i>How do I request access to a report?</i></p> <ul style="list-style-type: none"> • view information on ERS and/or Dashboard site <p><i>Which other reports are recommended for monitoring class detail/data?</i></p> <ul style="list-style-type: none"> • MCCD_SR_2046 – by "Staff" • MCCD_SR_1650s – Class Roster • MCCD_SR_4450 – Instructor Load Audit